

170/566-6627

Mrs. Penelope H. Thunberg  
Chairman, FWA Study Group  
c/o United States Tariff Commission  
Washington, D. C. 20436

Dear Penelope:

The Director has asked that I reply to your letter to him of 26 November 1966 regarding the recruitment, training and promotion of professional women.

At your suggestion, we have determined those parts of the Agency which might be considered most relevant to your study and have confined our responses accordingly. You also mentioned in your letter that your interest lies in the relative position of professional women rather than in absolute numbers. The attached replies to the questionnaire have been prepared with this in mind.

Please be sure to let us know if we can be of further assistance.

Sincerely,

L. E. White  
Executive Director

Att

Agency Questionnaire on Status of Women

/s/ Emmett D. Echols

Originator:

Director of Personnel

Distribution:

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16 DEC 1966

Date

16 DEC 1966

Date

SIGNED R. L. Bannerman

R. L. Bannerman  
Deputy Director  
for Support

CENTRAL INTELLIGENCE AGENCY

Recruitment of Women

1. Our Agency historically has recruited young women from the college campus. Each year we visit women's colleges to discuss employment opportunities with undergraduates and graduate women. Typical of the colleges which we visit annually are Mount Holyoke, Wellesley, Wheaton, Vassar, etc. Our campus visitation program, of course, includes coeducational colleges as well.

We have made it clear in our recruitment literature, such as flyers and other media provided college placement directors, that we are interested in young women who are seeking professional assignments in the intelligence field as well as young men. We have attempted, and this approach was particularly pursued in Fiscal Year 1966, to recruit women scientists for our Science and Technology Directorate. This recruitment effort was made by on-board scientists, familiar with the scientific community, who sought the help of fellow scientists in identifying and interviewing prospective candidates.

It has been apparent for some time that our most successful efforts in recruiting women have been in the college visitation program through which each year we have brought aboard young women as intelligence analysts, editors, librarians, administrative officers and career trainees.

In our scientific and technical recruitment efforts, we have found that external competition is as severe for well qualified women as it is for well qualified men.

CENTRAL INTELLIGENCE AGENCY

Recruitment of Women

2. As a result of our direct recruitment effort for scientists, a GS-15 Biological Scientist was entered on duty during Fiscal Year 1 66 and assigned to our Office of Research and Development.

CENTRAL INTELLIGENCE AGENCY

Recruitment of Women

3. We have experienced no particular difficulty in recruiting women for professional, technical, or managerial positions other than might be found in recruiting highly qualified men for such assignments. The number of women available for such positions are fewer in number and, it would appear, competition for their services is quite severe from industry, Government and the academic world. Our chief success has been in recruiting young women for such positions and developing them for senior assignments through normal career progression.

It might be noted that as of 30 June 1966 approximately 22% of the professional employees in our Intelligence Directorate were women.

CENTRAL INTELLIGENCE AGENCY

Training and Advancing Women Employees

4. Perhaps our most successful program for providing opportunities for training in professional fields is our formal Career Training Program. This program has been in effect for many years and was designed to bring into the Agency annually a small and carefully selected group of young people for careers in intelligence. It provides from one to two years of formal and on-the-job training before a Career Trainee is given a permanent professional assignment.

Approximately 10% of the total entering the Career Training Program in Fiscal Year 1966 were women. A little over one-half entered the program internally, that is, they were selected from those on-duty employees who possessed the potential for advancement as career professionals.

In addition to the above, ten women were given training in our Intelligence Review course which is designed to provide professional indoctrination in an across-the-board review of all elements of intelligence production. Seven of the women in attendance were GS-13; three were GS-12.

Each year we provide overseas area familiarization travel which permits our professional analysts to become better acquainted with the geographic areas of their specialties. During Fiscal Year 1966, 15 professional women made orientation and familiarization trips. Of these, seven were GS-12 or above. During the six months period from January through June 1967, approximately 10% of all orientation trips planned are being reserved for professional women.

h. (Continued)

Perhaps one of the most effective training devices used for professional women is the opportunity to conduct briefings. For example, there are 45 professional women employees engaged in intelligence analysis who give substantive briefings to middle and senior officials and of these, 27 present briefings to high level officials, such as the Director of Central Intelligence, Ambassadors, visiting dignitaries, etc.

In addition to the totals given above, some 47 women who are Biographic Analysts are called upon by our Liaison Staff to brief on specific areas as needed.

Women employees frequently appear as authors of articles in the classified periodical Studies in Intelligence, which publishes research papers of current and historical interest to the Intelligence Community.

CENTRAL INTELLIGENCE AGENCY

Training and Advancing Women Employees

5. This Agency has, for many years, conducted a management course for professional employees. The course is one week in length.

In Fiscal Year 1966, a total of nine professional women took the course. Four of the women were at the GS-13 level; five at the GS-12 level.

In addition to the management course noted above, the Agency has instituted a one week's course titled "The Managerial Grid". In Fiscal Year 1966, one professional woman, a GS-13, took this course.

In Fiscal Year 1966, one professional woman at the GS-12 level took a two week's course in Management Personnel Methods given at Cornell University.

## CENTRAL INTELLIGENCE AGENCY

### Training and Advancing Women Employees

6. Perhaps the only problem we have encountered in training and advancing women in the Agency to positions of senior professional responsibility lies in the nature of our work requirements at many of the higher professional levels. The requirements of many Agency assignments call for complete mobility, particularly as related to the needs for assignment abroad.

We have been particularly successful in developing women for positions of responsibility in our administrative management positions such as personnel officers, training officers and general administrative and support officers. For example, the Chief of Support for one of our largest components is a woman Administrative Officer, GS-15 and the Executive Officer for our Office of Personnel is a woman in GS-15.

One member of our Personnel Advisory Board is a woman professional employee, GS-16. This Board serves under the chairmanship of the Director of Personnel and assists in seeking solutions to problems of personnel management.

In Fiscal Year 1966, for the first time, a woman was assigned to the staff of our Inspector General as a GS-14 Inspector.



CENTRAL INTELLIGENCE AGENCY

Training and Advancing Women Employees

7.	<u>Name</u>	<u>Grade</u>	<u>Position-Title</u>
	<div></div>	GS-16	Operations Officer, Chief

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CENTRAL INTELLIGENCE AGENCY

8. Part-Time Employment of Women.

a. Approximately 11 women were employed part-time in the Agency as of 30 June 1966. In addition to these 11, a total of 67 women were under contract to assist our Language Training Program.

b. Of the 11 part-time women mentioned above, two are professional. All of the 67 part-time language instructors are under contract at the equivalent of professional grades. However, these 67 women are not used all at one time; for instance, during this past month of November 1966, 44 were actively employed.

c. Other than the use of professional language instructors, we have made no special efforts to employ women part-time in professional jobs.

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